

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Meat Laboratory Manager

Class Code: 31025

A. Purpose:

Manages the operation of a meat laboratory by directing and participating in the slaughter and processing of meat that is used for research, university and extension instruction and sale.

B. Distinguishing Feature:

The Meat Laboratory Manager manages the operation of the Meat Laboratory at South Dakota State University.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Directs the operation of the meat laboratory by determining slaughter schedule and processing activities.
2. Conducts beef, lamb, and pork animal slaughter.
3. Performs meat-cutting duties during and outside of classroom presentations by cutting, grinding, cubing, and slicing various types of meat products.
4. Conducts the curing, smoking, and refrigeration of meat.
5. Prepares meat cuts for examination by meat inspector.
6. Merchandises meat and meat products.
7. Collects research data and prepares reports of slaughter activity for the Livestock Sanitary Board.
8. Performs sanitation duties by cleaning equipment and the facility.
9. Lubricates and repairs equipment.
10. Trains, directs, and monitors the work of students.
11. Performs other work as required.

D. Reporting Relationships:

Reports to Office Manager. Typically does not supervise, but directs the work of students.

E. Challenges and Problems:

The major challenge to this position is inventory control. The meat laboratory production is largely determined by the activities of teachers and researchers who are not directly associated with the operation. The incumbent must adapt the activities of the meat laboratory to conform to

the needs of instruction, research and extension personnel and simultaneously monitor the inventory level of meat and meat products that are offered for retail sale. Additional challenges include: providing customer satisfaction, assuring sanitary conditions which meet federal and state requirements, maintaining operations within the supplies budget, and training and directing the work of students to assure a productive work force.

F. Decision-making Authority:

The Meat Laboratory Manager meets with the supervisor to obtain information concerning the activities of researchers and instructors. Based on this information and the incumbent's knowledge of the laboratory's capabilities, the manager determines the slaughter schedule, processing activities, and subordinate work assignments. The manager determines the prices for meat and meat products, special prices for sale items, and all advertising activities. The manager and supervisor jointly hire, promote and terminate student employees. The Meat Laboratory Manager purchases all equipment and supplies and is responsible for maintaining activities within the supplies budget.

G. Contact with Others:

Daily contact with the general public who purchases meat and meat products. Weekly contact with the meat inspector who inspects the facility for sanitary conditions and with faculty members who requests his services. Monthly with salespersons to purchase supplies and equipment.

H. Working Conditions:

The meat laboratory is kept at 50 degrees Fahrenheit during meat cutting operations. The Manager also works in a walk-in cooler that is kept at 32 degrees Fahrenheit and walk-in freezer that is kept at zero degrees Fahrenheit. The incumbent uses sharp knives, power saws, the livestock, and the slaughter operation are very stressful and can be dangerous.

I. Knowledge, Skills and Abilities:

Knowledge of:

- federal and state laws and rules for meat handling, cutting, processing, storing, refrigeration methods and meat preserving;
- materials, methods, and equipment used in preparing and preserving meat and meat products on a large scale;
- methods of meat cutting, of standard meat cuts, of preparation and processing of meats;
- sanitation and safety practices;
- animal slaughter procedures;
- meat cutting and processing equipment;
- principles of inventory control;
- marketing, merchandising, and retail sales operations;
- arithmetic sufficient to add, subtract, multiply, divide and calculate percentages.

Ability to:

- communicate information clearly and concisely;
- plan, schedule, organize and direct the work of others;
- work long hours in rooms at cold temperatures;
- use, clean, maintain and repair knives, meat saws, cleaners, grinders, and slicers;
- make mathematical calculations rapidly and accurately;
- operate a cash register and make change;

- lift and carry heavy, slippery, and cold or frozen objects;
- keep records and prepare reports;
- stand for extended periods of time.